

## Wisconsin Department of Safety and Professional Services

### 2016 Registered Nurse Workforce Survey Frequently Asked Questions

#### 1) When does the license renewal and survey start?

The 2016 Registered Nurse (RN) license renewal and workforce survey begins January 11, 2016 and ends March 1, 2016.

#### 2) How and when will I be notified about the renewal process?

The Department of Safety and Professional Services will mail *green* renewal postcards during the week of January 6, 2016. Postcards are only mailed to those with Active Licenses. The postcard will include instructions for completing the renewal process and survey online and how to obtain materials to renew by mail. ***This green postcard will be the only official notice, so be sure to look for it.***

#### 3) How long will it take to complete the survey?

The online renewal or paper survey is expected to take between 10 to 20 minutes. **You will not be asked every question in the survey.** The actual number of questions asked will depend on each nurse's situation.

#### 4) What should I have ready to help me complete the survey?

To ease completion of the online survey, have the following information available when you begin the survey:

- Your nursing credential number and pin number. You can look-up your credential number by going online to, <https://app.wi.gov/LicenseSearch/> or look up your pin number by going to, <https://online.drl.wi.gov/PinLookup/PinLookup.aspx>
- The year you received your first **RN license**. To find this date, go to <https://app.wi.gov/LicenseSearch/>
- The year(s) you received your **diploma(s)**;
- Country or county and zip code of your place(s) of work.

#### 5) Can I save the survey and come back later to complete it?

Yes. If you need to log back in at a later time to complete the survey, you will be prompted to start where you left off. **First, you must close, not minimize your internet browser and allow 10 to 15 minutes before you can log back into the survey. This is very important.**

#### 6) Is the survey mandatory to get my license renewed?

Yes. The state budget, 2009 Wisconsin Act 28 signed into law on June 29, 2009, mandates the satisfactory completion of the nursing workforce survey to renew Registered Nurse licenses. This survey is a required component of every license renewal cycle.

#### 7) What organizations supported the development of the Nursing Workforce Survey?

The Wisconsin Association of Licensed Practical Nurses, Association of Nurse Educators of Wisconsin (ANEW), the Wisconsin Center for Nursing (WCN), the Wisconsin Nurses

Association (WNA), the Wisconsin Nursing Coalition (WNC), and the Departments of Administration (DOA), Health Services (DHS), Safety and Professional Services (DSPS formerly DRL) and Workforce Development (DWD) helped create the survey.

**8) How was the survey developed?**

It was developed by a work group consisting of members of the organizations listed under FAQ #7 and technical survey experts.

**9) How will the survey data be used?**

The data will be used to report information about the current supply, location and skill level of Wisconsin's RNs renewing their licenses. The information will be used by public policymakers, educational programs, nursing organizations and health care organizations to develop strategies to assure a sufficient, diverse and highly-skilled nursing workforce in Wisconsin.

**10) What data will be released?**

Data collected through this survey will be released in the form of summary statistics and public use files with no personally-identifiable information (PII) included. A formal report summarizing findings from the survey will be presented to various state officials and representatives of the Wisconsin nursing profession as specified by 2009 Wisconsin Act 28, and made available to the general public. In addition, nurse researchers working with the Wisconsin Center for Nursing will conduct an in-depth analysis of the RN data. Their report will be available on the Wisconsin Center for Nursing website at [www.wicenterfornursing.org](http://www.wicenterfornursing.org).

**11) Is my license number public information?**

Yes. License numbers and associated information for individual health professionals, business professionals and business entities are public information and are available online at the Wisconsin Department of Safety and Professional Services; however, no personally-identifiable information (PII) gathered from the survey will be available to the public.

**12) Will someone be able to identify my personal responses?**

No. Personally-identifiable information is not attached to the survey responses. The data collected are kept strictly confidential. All data results will be presented in an aggregate format so that no one individual's responses can be distinguished. For example, if there is one or only a very few nurses in a specific position or job title in a specific employment setting and in a specific geographic location, survey data at this level of detail will not be shared because it could be used to identify individuals. No information collected will be publicly reported in a way potentially revealing individual responses.

**13) How much is the renewal fee?**

The 2016 renewal fee is \$86. If you are renewing late, an additional \$25 fee is added.

**14) What is the web address for the online renewal process?**

Go to [www.dsps.wi.gov](http://www.dsps.wi.gov) and select "Licenses-Permits-Registrations," select "Health Professions," select "Registered Nurse" and "Renewal Information." The other option is to click on the "Renew Your License" link in the blue space of the home page.

**15) Who do I contact if I have questions about my license renewal or how to submit the survey?**

Contact the Renewal Office at the Department of Safety and Professional Services at 608-266-2112 or [DSPSRenewal@wisconsin.gov](mailto:DSPSRenewal@wisconsin.gov).

**16) Where do I direct my questions regarding the content of the survey?**

During the open renewal period, you can e-mail your non-technical questions, comments and/or suggestions to [NursingSurvey@dwd.wisconsin.gov](mailto:NursingSurvey@dwd.wisconsin.gov). This email address will only be monitored during the data collection period of January 11 - March 1, 2016.

**If you are emailing your completed survey**, send it to: [DSPSRenewal@wisconsin.gov](mailto:DSPSRenewal@wisconsin.gov)

**If you are faxing your completed survey**, fax it to: [608-251-3036](tel:608-251-3036)

Version: 11/18/2015